

## **MADERA COUNTY**

### **SENIOR ADMINISTRATIVE ANALYST**

#### **DEFINITION**

Under general direction, to perform the most difficult and complex budgetary, financial, administrative, and analytical support duties for an assigned department, division, or program; to administer and oversee assigned processes, procedures, programs, and functions; and to do related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Administrative Analyst class series. Positions at this level are distinguished from the next lower classification level of Administrative Analyst by the complexity and difficulty of the work performed. Positions at this level possess a significant level of specialized, technical or functional expertise beyond that expected at the journey level. Positions at this level require highly specialized knowledge, abilities, skills and experience, and often exercise independent judgment in the performance of their duties. The advanced journey level Administrative Analyst class provides supervision to professional, technical, and clerical positions and assumes responsibility for administering, overseeing, and coordinating a defined program or function.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Oversees assigned programs and administrative support functions including budgeting, purchasing, data processing, administrative, or other specialized programs and functions; participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, program, and facility needs; assists in the development and implementation of policies; assists in the preparation of ordinances and other supporting program documents; participates in the preparation and administration of assigned budget(s); maintains and monitors appropriate budgeting and expenditure controls; researches, collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations; conducts surveys and performs research and statistical analyses on administrative, fiscal, systems, and operational problems or issues; monitors legislation and analyzes proposed legislation to determine impact on assigned County operations and programs; directs the work activities of assigned personnel; participates in selecting, training, motivating, and evaluating assigned staff; serves as a liaison with employees, public and private organizations, community groups, and other organizations; provides information and assistance regarding the

assigned programs and services; receives and responds to complaints and questions relating to the assigned area of responsibility; reviews problems and recommends corrective actions; provides training in various areas to department employees including department work procedures, updated rules and laws, computer system operations, and other areas as required; coordinates activities and special events with other County departments, the public, and outside agencies; attends meetings as a representative for the assigned department; provides staff support for assigned boards and commissions; assists in contract negotiations; monitors compliance with applicable contractual agreements; prepares, administers, and monitors program grants and related proposals; serves as liaison with the granting agency.

### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Functions, organization, and programs of local government agencies.  
Organization of County government and functions of each department.  
Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.  
Principles and techniques of management and program administration.  
Principles and practices of supervision, training, and performance evaluation.  
Pertinent Federal, State, and local laws, codes, and regulations.  
Principles and practices of budget development, preparation, and expenditure control.  
Research and reporting methods, techniques, and procedures.  
Sources of information related to a broad range of programs, services and administration.  
Modern office practices, methods, and computer equipment.  
Principles and procedures of financial, statistical, and administrative record keeping.  
Public relations techniques.  
Principles and practices of grant proposal preparation and grant administration.  
Principles of contract and project management.

#### **Skill to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Perform responsible and difficult analytical and administrative work involving the use of independent judgment and personal initiative.  
Effectively administer a variety of programs, functions, and administrative activities.  
Plan, organize, and carry out assignments from management staff with minimal supervision and direction.  
Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Conduct research on a wide variety of administrative topics including grant funding, service contract feasibility, budget and staffing proposals, and operational alternatives.  
Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.  
Evaluate and develop improvements in operations, procedures, policies, or methods.  
Develop and prepare an assigned budget and control expenditures.  
Supervise, train, and evaluate the work of assigned staff.  
Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.  
Interpret and apply administrative and departmental policies and procedures.  
Effectively represent assigned programs, operations, and functions of the County to the public, community organizations, and other government agencies.  
Prepare grant proposals and administer grant programs.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years of increasingly responsible administrative and analytical experience involving researching, analyzing, and recommending policies, procedures and actions on a variety of administrative issues.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business management, administration, or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** May, 1995